



# DEPARTMENT OF CORPORATIONS

## JOB OPPORTUNITY

GRAY DAVIS, Governor

DEMETRIOS A. BOUTRIS, California Corporations Commissioner

MARIA CONTRERAS-SWEET, Agency Secretary

Release Date: January 16, 2003

**\*\*DUE TO THE CURRENT HIRING FREEZE, THIS JOB OPPORTUNITY IS ONLY AVAILABLE TO DOC EMPLOYEES CURRENTLY IN THIS CLASSIFICATION, OR EMPLOYEES WITH SURPLUS OR SROA STATUS\*\***

**CLASSIFICATION:** ACCOUNTING OFFICER (SPECIALIST)  
Will consider Accountant I (Specialist)  
1 Position – Permanent/Full Time-Sacramento

**FINAL FILING DATE:** UNTIL FILLED

**SALARY:** \$3418-\$4155 per month

**POSITION LOCATION:** OMB, Accounting Office, 1515 K Street, Sacramento

**DUTIES AND RESPONSIBILITIES** – Under the direct supervision of the Senior Accounting Officer (Supervisor), this position is responsible for performing monthly appropriation reconciliations between department's CALSTARS reporting system, the State Controller's office and the cash in the State Treasury. Code State Controller's office transactions for input to CALSTARS. Contact control agencies regarding discrepancies and initiate any correction letters to ensure that all transactions are recorded in a timely manner.

**DESIRABLE QUALIFICATIONS**

- ◆ Strong and varied accounting experience.
- ◆ Experience and knowledge of CALSTARS.
- ◆ Strong written and oral communication skills.
- ◆ Willingness to work overtime.
- ◆ Dependable, able to adjust to shifting priorities and meet deadlines.
- ◆ Ability to establish effective working relationships and maintain a team work environment.

**WHO MAY APPLY**–DOC EMPLOYEES CURRENTLY AT THE ACCOUNTING OFFICER (SPECIALIST) LEVEL, THOSE WITHIN TRANSFER RANGE OR LIST ELIGIBILITY WHO ARE REACHABLE (IN TOP THREE RANKS), AND EMPLOYEES WITH SURPLUS OR SROA STATUS IN THIS CLASSIFICATION ARE ENCOURAGED TO APPLY. **APPOINTMENT IS SUBJECT TO SROA AND FREEZE EXEMPTION PROCEDURES.** For further technical information regarding the position, please contact Linda Tessmer at (916) 324-6271 or CALNET 8-454-6271. **PLEASE SEND A COMPLETED APPLICATION TO THE PERSON AND ADDRESS PROVIDED BELOW.** (Please include your social security number for eligibility verification and indicate **RPA#02-OMB0020** under the job title).

**SUBMIT APPLICATION AND RESUME TO:** Department of Corporations  
Human Resources Office  
Attention: Linda Tessmer (#02-OMB0020)  
1515 K Street, Suite 200  
Sacramento, CA 95814  
(916) 324-6271 or CALNET 8-454-6271

**RPA#02-OMB0020 ca**

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.